

ANNEXURE B: EMPLOYMENT EQUITY PLAN

BACKGROUND INFORMATION

The Geographical Area

The Kannaland Municipal area consists of the towns Ladismith, Calitzdorp, Zoar and Vanwyksdorp. The area has a typically Karoo-type climate and it falls within the winter rainfall area. Although less arid than the Great Karoo, the land is no less challenging - with flash floods, droughts and winters that can clad the mountain slopes with snow. Average rainfall is about 120mm per year.

The Head Office of the Kannaland municipality is in Ladismith which lies along Route 62, about 300km east from Cape Town and 100km west from Oudtshoorn. An impressive mountain peak called Towerkop (2,189m) looms above Ladismith. It is an extensive farming area with ideal climate for the production of apricots, peaches, plums, nectarines, and grapes. Approximately 30% of the total apricot export market comes from this district. There are two cheese factories as well as a winery.

Calitzdorp is the fruit bowl of the Little Karoo and some of the country's finest port wines are made here. Nowhere is the authentic character of a Little Karoo community and the unique architecture of the region better preserved than here. The town is surrounded by three mountain ranges - the Swartberg to the north, the leopard-haunted Rooiberge to the south and the mountains of the Huis River pass to the west. A

The town of Zoar was established by Berlin missionaries in the 1800's. The town has approximately 3,500 inhabitants who live on 740 erven. Most of the people are either small farmers or work on the surrounding farms. The work on the farms is mostly seasonal, which leaves many people unemployed for most of the year.

The detailed regional demographics are as follows:

Table: Census 2001 by municipality, gender and population group.
WC041: Kannaland

Race	Male	% of Total	Female	% of Total	Total	%
Black African	323	1.3	252	1.1	575	2.4
Coloured	9,711	40.5	10,545	44.0	20,256	84.6
Indian/Asian	12	0.1	9	0.04	21	0.1
White	1,491	6.3	1,609	6.7	3,100	12.9
Total	11,537	48.2	12,415	51.8	23,952	100.0

Vanwyksdorp is a small, rural village situated 42 km from Ladismith, just off the R62. The town was founded in 1838 on the land of Buffelsfontein and today the village has a population of about 700 people. They depend on farming (fruit and cattle) and enjoy constant water output in winter and summer thanks to the mountain spring known as "The Eye". Vanwyksdorp is becoming "the prominent village" of the Little Karoo. Its heritage goes back to the Bushmen; in fact even as far as the discovery of a dinosaur egg.

Demographic Composition

As of the census of 2001 there are nearly 24,000 people and just over 6,000 households in the municipality. The demographic composition of the Kannaland Municipal area is 84.6% Coloured, 2.4% Black African and 12.9% White (a ratio of approximately 34: 1: 6.5). The male:female ratio is about 48:52 and the disabled population comprises 5.3%. As a separate group, the demographic percentage of Indians is insignificant (0.09%). (Source: Statistics SA). These ratios are used in our deliberations to determine the ultimate goal we want to achieve in the municipality. They are relevant for both the total population as well as the economically active population.

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When one looks at the working population (Age 15 – 65) the figures are as follows:

Table: Census 2001 by municipality, gender and population group. (Age 15 – 65)
WC041: Kannaland

Race	Male	% of Total	Female	% of Total	Total	%
Black African	205	1.4	151	1.1	356	2.5
Coloured	5,651	39.1	6,541	45.3	12,192	84.4
Indian/Asian	0	0	0	0	0	0
White	918	6.3	979	6.8	1,897	13.1
Total	6,774	46.9	7,671	53.1	14,445	100.0

The provincial demographics of the Western Cape are as follows:

Table: Census 2001 by province, gender and population group.

Race	Male	% of Total	Female	% of Total	Total	%
Black African	600,388	13.3	607,041	13.4	1,207,429	26.7
Coloured	1,170,949	25.9	1,268,027	28.0	2,438,976	53.9
Indian/Asian	22,341	0.5	22,687	0.5	45,028	1.0
White	398,641	8.8	434,261	9.6	832,902	18.4
Total	2,192,319	48.5	2,332,016	51.5	4,524,335	100.0

The Consultative Forum as well as Council agreed that ratios would be based on the demographic composition of the Kannaland Municipal area in which most of its employees and prospective employees reside. It was further agreed that the demographics of the Western Cape would, however, be used as a more long-term goal. This would entail the appointment of more Black Africans and Whites in the long run

In this regard, it should be accentuated that Kannaland Municipality is in a rural area, about 300 km from Cape Town. Because of the high unemployment rate in the local community it is imperative that the municipality, as one of the largest employers in the area fulfils its moral obligation by first recruiting local labour.

Please note that the population figures are not to be confused with the numerical goals as contained in our Employment Equity Plan. The latter are the realistic goals to be achieved over the next four years, while the demographic statistics should be considered as absolute ideals that will be achieved over a longer period of time.

Staff Complement and Employment Equity

On 1 October 2006, the Council had a staff establishment totalling 140 approved positions of which 97 were filled permanently and one on a temporary basis.

The Consultative Forum of Council, consisting of all relevant role-players, was nominated to oversee the formulation and execution of the EE Plan. The responsibility for the implementation of the Employment Equity Plan and Policy will ultimately be that of the Municipal Manager. Each line manager and work group will, however, be responsible to implement and maintain the Employment Equity Plan and Policy and guidelines in their own areas of responsibility. The Human Resources Manager will develop processes, facilitate implementation, provide guidance and measure progress.

A key issue and limiting factor that influenced the pace of transformation was undoubtedly the low staff turnover of the municipality. This could affect the execution of our Plan and must be noted.

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It is important to note that Local Government in South Africa has embarked on a new job evaluation system, i.e. the TASK Job Evaluation System that will be applicable to all municipal posts in South Africa. All posts are being evaluated by TASK and this may change post levels and job classifications. As a result it may influence the targets set and it may, therefore, be necessary to review the targets once the results of the job evaluation system are known.

DURATION OF THE PLAN

After careful consideration of all factors, it becomes clear that we will only achieve significant transformation over a relatively long period of time. For this reason the duration of the Plan will be a period of four years.

OBJECTIVES OF THE EMPLOYMENT EQUITY PLAN

To achieve equity in the workplace through the promotion of equal opportunities and fair treatment for its entire workforce, as well as applicants for employment by:

- Eliminating unfair discrimination that may exist in policies, practices, procedures and the work environment.
- Implementing affirmative action measures to redress the disadvantages experienced by designated groups in the past.
- Promoting diversity and respect for all employees.
- Achieving equitable representation of all demographic groups at all levels and in all categories of the workforce as ultimate tangible objective.

THE PLANNING PHASE

Assignment of Senior Manager

- The incumbent of the post of Human Resources Manager has been appointed as the Assigned Manager for the Employment Equity process. The Assigned Manager reports directly to the Municipal Manager with regards to Employment Equity issues.
- The Employment Equity Manager is responsible for developing, monitoring and implementing the E E Plan.
- The Council and Municipal Manager are committed to providing the Employment Equity Manager with the necessary authority and means to fulfil his allocated function and will monitor progress.

Awareness Raising of Employment Equity

(To be read in conjunction with the completed prescribed Form EEA 2; page 14 of 23 - although not applicable to small employers).

The following activities were undertaken to ensure effective communication and to raise general awareness of Employment Equity:

- An independent consultant (Leading Skills Agency (Pty) Ltd) was appointed to facilitate the awareness raising process.
- He consulted with all established stakeholders and organisational structures within the Kannaland Municipality.
- The Consultant prepared and administered a questionnaire to all employees and followed this up with a 10 % stratified random sample questionnaire to employees.
- The Consultant held workshops/meetings with the Training Committee and other stakeholders, including the unions (SAMWU and IMATU), management and council.

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- A proposed Employment Equity Policy was formulated and will be communicated to all staff once approved, and will be placed in a prominent and accessible place in Ladismith, Calitzdorp, Zoar and Vanwyksdorp.
- A wall chart, "Summary of the Employment Equity Act", will be on display in each department. This wall chart will be obtained from the Department of Labour once the Department receives new stock.
- The trade unions were requested to assist awareness of Employment Equity by communicating EE issues to their members

Consultation

A notice was sent out to representatives of designated and non-designated groups, representing all occupational categories and levels of the municipality, and the two trade unions (SAMWU and IMATU) to become part of the Consultative Forum.

Unfortunately the initial response was not overwhelming and the invitation was followed up with telephone and/or personal invitations. A forum representing all relevant role-players was established to oversee the formulation and execution of the Plan. The forum consists of:

- Councillors
- Senior Officials
- Trade union representatives (SAMWU and IMATU)
- Representatives from all occupational levels
- Representative from the non-designated group

The forum meets at least quarterly.

Conducting an analysis

(To be read in conjunction with the completed prescribed form, form EEA2; page 15 of 23)

- An analysis was done of the following procedures, policies and practices as well as the working environment:
 - Recruitment procedures
 - Advertising of positions
 - Selection criteria

- Appointments
- Job classification and grading
- Remuneration and benefits
- Terms and conditions of employment
- Job assignments
- Work environment and facilities – also for disabled persons
- Training and development
- Performance and evaluation systems
- Promotion
- Transfers
- Demotions
- Succession and experience planning
- Disciplinary measures
- Dismissals
- Corporate culture
- HIV/AIDS education and prevention programmes

- It was agreed that policies and procedures will come under scrutiny on an ongoing basis in the quarterly Consultative Forum meetings.
- With regard to policies, procedures and working practices re Job Classification and Grading, Remuneration and Benefits, Promotion, and Terms and Conditions of Employment, it was found that these were applied consistently and there were no discriminatory practices.
- A few barriers were identified in the various stages of the Recruitment/ Appointment process. These are, however addressed in our proposed Employment Equity Policy. As is evident from the statistics, the overall tendency of recruitment has been in the right direction.
- We are committed to the comprehensive implementation of the Skills Development Act. Most policies and practices relating to Training and Development will be more thoroughly addressed in relation to this Act. It is noted that a fair number of staff from the designated group has received training during the past year but that the focus is largely on operational requirements. A comprehensive Skills Audit was, however, recently completed.

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- A study of the Work Environment and Facilities was done. All facilities are available for all race and gender groups. The only barriers from this source were with regard to persons with certain disabilities, e.g. persons confined to a wheelchair or blind persons. Special arrangements will, however, be made to accommodate staff and clients in this regard.
- For some aspects in the workplace audited, no policies, procedures or even anticipated actions exist – these will be addressed and developed over time. Examples of these are Performance Management Systems (Excluding top management, i.e. Section 57 employees), Succession and Experience Planning, Corporate Culture, and HIV/AIDS Education and Training. A tender was awarded to consultants to review and update all policies, by-laws and codes of conduct.

Workforce profile

(To be read in conjunction with the completed prescribed forms, Form EEA2; page 3 to 10)

- As mentioned, the following percentages have been used as a reference to determine levels of under-representation (Source: Statistics SA):
 - Coloured: 84.6%
 - African: 2.4%
 - White: 12.9%
 - Male: Female ratio: 48:52 (i.e.12:13)
 - Disabled: 5.3%
- In our deliberations we used the definition of a disabled person as provided in the Code of Practice on Key Aspects on the Employment of People with Disabilities (Government Gazette, 23702, 19 August 2002).
- The present distribution of staff compares as follows with the ideal distribution, i.e. as per demographic composition of the Kannaland municipal area:

Table: Existing Municipal Population Compared to the Ideal Population

Category	Existing		Ideal	
	%	Number	%	Numbers
African Male	2.0	2	1.3	1
African Female	0.0	0	1.1	1
Coloured Male	71.4	70	40.5	40
Coloured Female	12.3	12	44.0	43
White Male	8.2	8	6.3	6
White Female	6.1	6	6.7	7
Indian Male	0	0	0.1	0
Indian Female	0	0	0	0
Total	100.0	98	100.0	98

- The male:female ratio is 81.6%:18.4% against the ideal of 46.9%:53.1%.
- There is only one disabled person, i.e. 1% compared to an ideal of 5.3%.
- It is quite obvious from the above comparison that females, and especially Coloured Females, are under represented. Coloured males, on the other hand, are over represented. The municipality should also concentrate on recruiting a few more disabled persons.
- The present distribution of staff per occupational level compares as follows with the ideal distribution, i.e. as per demographic composition of the Kannaland municipal area:

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Table: Distribution of Permanent Staff per Occupational Level Compared with the Ideal Distribution

Category	Occupational Levels					
	Top Management		Senior Management		Professions & Mid Management	
	Present	Ideal	Present	Ideal	Present	Ideal
African Male	2	0	-	-	-	-
African Female	-	-	-	-	-	-
Coloured Male	1	2	4	2	-	-
Coloured Female	0	2	0	2	0	1
White Male	2	1*	-	-	1	0
White Female	-	-	-	-	-	-
Indian Males	-	-	-	-	-	-
Indian Females	-	-	-	-	-	-
Total	5	5	4	4	1	1

* White male or female

Category	Occupational Levels					
	Skilled		Semi-Skilled		Unskilled	
	Present	Ideal	Present	Ideal	Present	Ideal
African Male	-	-	-	-	-	1
African Female	-	-	-	-	-	-
Coloured Male	19	12	5	4	40	20
Coloured Female	7	13	2	4	3	22
White Male	1	2	2	1*	3	3
White Female	2	2	-	-	3	3
Indian Males	-	-	-	-	-	-
Indian Females	-	-	-	-	-	-
Total	29	29	9	9	49	49

* White male or female

- Coloured females are under represented in all job levels. A special effort will be made to employ more females, especially in top management and the "Skilled" and "Unskilled and defined decision making" levels.
- Coloured males are over represented, especially in the "Unskilled and defined decision making" levels.
- The representation of the other races is no cause for major concern at this stage.

Promotions

It is the municipality's policy that all vacancies are advertised and employees who consider themselves qualified in terms of the job requirements are free to apply for these positions.

Terminations

At this point, there is no reason for concern. Although there were 40 terminations over the two year period, 25 were the result of retrenchment due to operational requirements.

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DEVELOPING THE PLAN

Broad objectives for each year of the plan:

Date	Objective
On-going	To diligently follow the targets as set in the numerical goals, i.e. to fill vacant positions in accordance with the projected numerical goals indicated in this plan so as to reach equitable representation of designated groups.
2006/7	To formalise an Employment Equity policy
2007/8	To allocate to the assigned manager an Employment Equity budget and the appropriate level of authority to drive the implementation of the Employment Equity Plan.
	To focus on the employment of persons with disabilities.
	To review and update all policies, by-laws and codes of conduct.
	To develop realistic selection criteria based on job descriptions.
	To increase representation of Coloured females in all occupational Categories.
2008/9	Make the premises and working environment more accessible to staff and clients with disabilities.
	Arrange training in interviewing techniques for interviewing panel
2009/2010	Funds allocated on budget for HIV and Aids Education and Prevention Programmes
	A follow-up audit of all HR policies, procedures and practices

Employment Equity Barriers and Affirmative Action Measures to be Taken

To achieve the goals that have been set, the following measures have been agreed to:

Table : Barriers, Corrective Measures and Time-Frames

EMPLOYMENT BARRIERS	CORRECTIVE MEASURES	TIME-FRAMES
General: <ul style="list-style-type: none"> No Employment Equity Policy in place 	<ul style="list-style-type: none"> Formalise an Employment Equity policy. Allocate to the assigned manager an Employment Equity budget and the appropriate level of authority to drive the implementation of the Employment Equity Plan. 	<ul style="list-style-type: none"> 30 September 2007
<ul style="list-style-type: none"> HR Policies and procedures need to be revisited and/or developed. 	<ul style="list-style-type: none"> Tender awarded to consultants to review and update all policies, by-laws and codes of conduct. 	<ul style="list-style-type: none"> 31 December 2007

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EMPLOYMENT BARRIERS	CORRECTIVE MEASURES	TIME-FRAMES
Recruitment Procedures <ul style="list-style-type: none"> No evidence of equitable recruitment policy available. Limited pools of suitably qualified black applicants exist in certain areas, e.g. Engineering, Finance, Building Sciences, Town Planning, etc. Stereotyping of disabled people as not able to cope in certain positions 	<ul style="list-style-type: none"> Tender awarded to consultants to review and update all policies, by-laws and codes of conduct. Identify staff with potential and provide bridging and accelerated training programmes Empower internal staff from designated groups to fill identified positions Make an active effort to break down these stereotypes by appointing more disabled persons. 	<ul style="list-style-type: none"> 31 December 2007 30 June 2008 and ongoing 30 June 2008 and ongoing 31 December 2007
Advertising <ul style="list-style-type: none"> Advertisements do not reach designated target groups 	<ul style="list-style-type: none"> Determine cost effective media for specific positions. Investigate innovative advertising/recruitment methods. 	<ul style="list-style-type: none"> 31 December 2007 31 December 2007
Selection Criteria <ul style="list-style-type: none"> Job requirements not based on criteria that accurately identify the nature, purpose and functions of the job, e.g unrealistic qualification and experience requirements Lack of transparency in selection/short listing procedures. No policy on the composition of the selection panel. 	<ul style="list-style-type: none"> Realistic selection criteria based on job descriptions will be developed. Refer proposed Employment Equity Policy. Establish Appointment committees for the various levels of the organization. Recruitment and Selection Policy to clearly define the composition of the selection panel and methods of selection. 	<ul style="list-style-type: none"> 31 December 2007 30 June 2008 31 December 2007
Interviewing <ul style="list-style-type: none"> Lack of trained interviewing panel. 	<ul style="list-style-type: none"> Arrange training in interviewing techniques for interviewing panel 	<ul style="list-style-type: none"> 30 September 2008
Appointments <ul style="list-style-type: none"> Not clear who is responsible for authorizing an appointment. 	<ul style="list-style-type: none"> Recruitment and Selection Policy to state clearly the appointing authority for each occupational level. 	<ul style="list-style-type: none"> 31 October 2007

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EMPLOYMENT BARRIERS	CORRECTIVE MEASURES	TIME-FRAMES
Work Environment and facilities <ul style="list-style-type: none"> Workplace not user-friendly to disabled persons. 	<ul style="list-style-type: none"> Dedicate budget for the adaptation of the workplace to ensure reasonable accommodation of the needs of disabled employees. Provide an enabling environment for staff and clients with disabilities 	<ul style="list-style-type: none"> 1 July 2008 30 September 2008
Induction <ul style="list-style-type: none"> No formal induction programme in place. No support programme for employment equity appointees. 	<ul style="list-style-type: none"> Provide formal induction programmes and on the job mentoring and coaching for all new recruits. 	<ul style="list-style-type: none"> 31 December 2007
Training and Development <ul style="list-style-type: none"> Training programmes not necessarily aligned to employment equity goals. 	<ul style="list-style-type: none"> Training Committee and Employment Equity Committee (Consultative Forum) to liaise with regards to the development of the Skills Development Plan. 	<ul style="list-style-type: none"> Ongoing – regular meetings
Succession and Experience Planning <ul style="list-style-type: none"> No formal policy or procedure in place 	<ul style="list-style-type: none"> Tender awarded to consultants to review and update all policies, by-laws and codes of conduct. 	<ul style="list-style-type: none"> 31 December 2007
Corporate Culture <ul style="list-style-type: none"> Policy that supports diversity management not in place. 	<ul style="list-style-type: none"> Tender awarded to consultants to review and update all policies, by-laws and codes of conduct. 	<ul style="list-style-type: none"> 31 December 2007
HIV and Aids Education and Prevention Programmes <ul style="list-style-type: none"> No policy available Inadequate education and prevention programmes in place. 	<ul style="list-style-type: none"> Tender awarded to consultants to review and update all policies, by-laws and codes of conduct. The employer will ensure non-discrimination in relation to HIV/Aids in the workplace. Money to be budgeted for this specific purpose every year. 	<ul style="list-style-type: none"> 31 December 2007 1 July 2009 Anually as from 1 July 2009

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Setting of numerical goals

- (To be read in conjunction with the completed prescribed form, Form EEA2; page 19 of 22)
- In the setting of numerical goals, a number of factors were considered. These included the following:
 - Current demographic profile of the workforce.
 - Ideal demographic target reflecting the composition of the Kannaland Municipal area.
 - From staff turnover and movement statistics, a prediction of the jobs to become vacant.
 - A grasp of the availability of skilled resources at the various levels and categories.
 - Number of anticipated new positions.
 - Correcting/Addressing the issues identified in the various audits.
 - Financial constraints.
- The sum total of these considerations led to the development of the numerical goals as set out in the completed prescribed form, Form EEA2; page 19 to 22.

These numerical goals differ from our ideal mentioned earlier in the report. The numerical goal is the realistic one, while the ideal one is that which we will strive to achieve in the longer term.

The present distribution of staff per occupational level compares as follows with the numerical goals set:

Table: Present Distribution of Permanent Staff per Occupational Level Compared with the Ideal Distribution and Goal for 30 September 2008 (Goal in brackets)

Category	Occupational Levels					
	Top Management		Senior Management		Professions & Mid Management	
	Present	Ideal/Goal	Present	Ideal/Goal	Present	Ideal/Goal
African Male	2	0 (0)	-	-	-	-
African Female	-	-	-	-	-	-
Coloured Male	1	2 (3)	4	2 (3)	-	-
Coloured Female	0	2 (1)	0	2 (1)	0	1 (1)
White Male	2	*1 (1)	-	-	1	0 (1)
White Female	-	-	-	-	-	-
Indian Males	-	-	-	-	-	-
Indian Females	-	-	-	-	-	-
Total	5	5 (5)	4	4 (4)	1	1 (2)

* White male or female

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Category	Occupational Levels					
	Skilled		Semi-Skilled		Unskilled	
	Present	Ideal/Goal	Present	Ideal/Goal	Present	Ideal/Goal
African Male	-	-	-	-	-	1 (2)
African Female	-	-	-	-	-	(1)
Coloured Male	19	12 (16)	5	4 (5)	40	20 (32)
Coloured Female	7	13 (12)	2	4 (5)	3	22 (11)
White Male	1	2 (2)	2	*1 (1)	3	3 (3)
White Female	2	2 (2)	-	(1)	3	3 (3)
Indian Males	0	0	0	0	0	0
Indian Females	0	0	0	0	0	0
Total	29	29 (32)	9	9 (12)	49	49 (52)

* White male or female

Strategies for Reaching the Objectives

In setting the numerical goals, it was agreed in the Consultative Forum and the Local Labour Forum that our main focus for action would be on the more senior levels in the organisation, i.e. top management, senior management and professionally qualified/middle management positions. Furthermore, as a general rule, special efforts are to be made at all times to attract and

accommodate females and the disabled to the organisation.

A pledge of commitment has been signed by Council and representatives of the Local Labour Forum/Consultative Forum to endeavour to reach these goals over the duration of the plan.

Allocation of Resources and Assignment of Responsibility

- The Consultative Forum will meet quarterly – for this purpose the necessary infrastructure will be made available to ensure constructive engagement, e.g. venue, time off, secretarial services, information, training, etc.
- Every Departmental Head will also be expected to act in accordance with and uphold the spirit and principles of the Employment Equity Plan in his department. The development of his/her people as well as the responsibility for the implementation of relevant employment equity strategies will be a key performance area for all line managers.

- The Human Resources Manager, as the Assigned Manager, will develop processes, facilitate implementation, provide guidance and measure progress.

Communicating the Plan

- The following measures will be taken to ensure that all stakeholders are familiar with the contents of the Employment Equity Plan:
 - The Consultative Forum/ Local Labour Forum will meet quarterly, and will, in their discussions cover all aspects of the Employment Equity Plan. Representatives will get an opportunity on a quarterly basis to report back to their constituents.
 - Stakeholders will further be informed of the contents of the Plan through:
 - Direct feedback by elected representatives
 - Direct feedback by the Council and top management
 - A copy of the plan placed in an accessible position in each geo-graphical area (Ladismith, Zoar, Calitzdorp and Vanwyksdorp) to ensure easy access by the workforce.

Dispute Resolution Procedure

- Any disputes re the Plan or the implementation thereof will be handled within the framework of our existing Grievance Procedure Agreement.

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MONITORING AND EVALUATING THE PLAN

Internal Mechanisms to Monitor and Evaluate the Plan

- The quarterly Consultative Forum meetings will provide the key forum where all activities relating to employment equity are discussed. This will include, e.g. all appointments, terminations, promotions, disciplinary actions, training and other procedures/policies/ practices reviewed and actions agreed in the Plan.
- A formal audit with a full report will be undertaken every six months to evaluate our performance against our Plan.
- Any revisions of the Plan will be discussed and formalised in the Consultative Forum through a consultation process.
- A progress report on the implementation of the Plan in each Directorate will be submitted to the Council at least once every quarter.

Subsequent reporting to the Department of Labour

- Our next report (Section G of Form EEA2) will be submitted to the Department of Labour on 1 October 2008. This report will cover progress on all aspects dealt with in this report.

I, the undersigned, K R de Lange, Municipal Manager of Kannaland Municipality hereby certify that the above information constitutes the Employment Equity Plan approved by the Kannaland Municipal Council onSeptember 2007.

K R de Lange
MUNICIPAL MANAGER

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labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

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EEA2

PLEASE READ THIS FIRST

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
- Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. **Designated employers who fail to observe this provision will be deemed not to have reported.** Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

SECTION A: EMPLOYER DETAILS

Trade name	KANNALAND MUNICIPALITY
DTI registration name	
DTI registration number	
PAYE/SARS number	7140740590
UIF reference number	0072396/3
EE reference number	
Industry/Sector	Local Government
Seta classification	LGSETA
Telephone number	028 551 1023
Fax number	028 551 1766
Email address	hendrik@kannaland.co.za
Postal address	P O Box 30
	Ladismith
Postal code	6655
City/Town	Ladismith
Province	Western Cape
Physical address	32 Church Street
	Ladismith
	Western Cape
Postal code	6655
City/Town	Ladismith
Province	Western Cape

Details of CEO at the time of submitting this report

Name and surname	Mr K R de Lange
Telephone number	028 551 1023
Fax number	028 5511766
Email address	municipalmanager@kannaland.co.za

Details of Senior Manager for Employment Equity at the time of submitting this report

Name and Surname	Mr H Barnard
Telephone number	028 551 1023
Fax number	028 551 1766
Email address	hendrik@kannaland.co.za

<input type="radio"/> Private Sector	<input type="radio"/> Parastatal
<input type="radio"/> National Government	<input type="radio"/> Provincial Government
<input checked="" type="radio"/> Local Government	<input type="radio"/> Educational Institution
<input type="radio"/> Non-profit Organization	

Information about the organization at the time of submitting this report

Number of employees in the organization	<input type="radio"/> 0 to 49 <input checked="" type="radio"/> 50 to 149 <input type="radio"/> 150 or more
In terms of Section 14 of the Act, are you voluntary complying <input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is your organization an organ of State <input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of submitting this report	XXX September 2007 (revised report)

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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Please indicate the preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by this report, except for first time reporting where this may not be possible:

From (date): 1 October 2004

To (date): 30 September 2006

Please indicate below the duration of your current employment equity plan:

From (date): 1 October 2006

To (date): 30 September 2010

Please read this first

- a. The preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by employment equity employer reports must be the same for every reporting period.
- b. A summary providing guidelines on occupational categories and levels is provided in annexure 3 and annexure 4 of the regulations. Employers must complete the EEA2 form and the EEA4 form in accordance with Annexure 3 and Annexure 4.
- c. Non-permanent workers refer to those workers who are employed to work for less than 24 hours per month, or those workers engaged to work for not more than 3 continuous months.
- d. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **all employees**, which includes people with disabilities, must be exactly the same as the subtotals in the table on occupational levels for **all employees**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- e. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **people with disabilities** must be exactly the same as the subtotals in the table on occupational levels for **people with disabilities**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- f. Employers, from the second cycle of reporting onwards, must complete Section G that deals with progress reports.
- g. Employers must complete Section H that deals with **numerical goals** and **numerical targets**. **Numerical goals** are the workforce profile the employer is striving to achieve in the workplace at the end of the duration of the employer's current employment equity plan. The numerical goals of the employer must be the same for the entire duration of the employment equity plan. **Numerical targets** are the workforce profile the employer is striving to achieve at the end of the period following the period covered by the current report of the employer.
- h. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department in a separate form as well. All relevant areas of the form must be fully and accurately completed by employers.
- i. The alphabets "A", "C", "I" and "W" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians" and "Whites" respectively.
- j. "**Designated groups**" means Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are natural persons and are citizens of the Republic of South Africa by birth or descent; or are citizens of the Republic of South Africa by naturalization before the commencement date (i.e. 27 April 1994) of the Constitution of the Republic of South Africa Act of 1993; or became citizens of the Republic of South Africa from the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, not for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalization prior to that date.
- k. All population groupings who are not part of the Black group, but in substance fall within the definition described in paragraph (j) in terms of citizenship or descent, must be counted and included in the column of each table in the form that require data on the White group.
- l. Foreign nationals and South African citizens that fall outside the definition described in paragraphs (j) or (k) must be counted and included in the column of each table in the form that require data on foreign nationals.

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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Section B: Workforce Profile

1. Occupational Categories

1.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational categories**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	2	5	-	-	-	-	-	2	-	-	9
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	-	5	-	-	7	-	2	1	-	-	15
Service and sales workers	-	-	-	-	2	-	-	-	-	-	2
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	8	-	-	2	-	-	1	-	-	11
Plant and machine operators and assemblers	-	11	-	-	-	-	-	1	-	-	12
Elementary occupations	-	40	-	-	1	-	4	3	-	-	48
TOTAL PERMANENT	2	69	0	0	12	0	6	8	0	0	97
Non – permanent employees	-	1	-	-	-	-	-	-	-	-	1
GRAND TOTAL	2	70	0	0	12	0	6	8	0	0	98

1.1 Please report the total number of **employees with disabilities only** in each of the following occupational categories: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories									Foreign Nationals		TOTAL
	Male				Female						
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	-	-	-	-	-	-	-	-	-	-	0
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	-	-	-	-	-	-	-	-	-	-	0
Service and sales workers	-	-	-	-	-	-	-	-	-	-	0
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	-	-	-	-	-	-	-	-	-	0
Plant and machine operators and assemblers	-	1	-	-	-	-	-	-	-	-	1
Elementary occupations	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	1	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	1	0	0	0	0	0	0	0	0	1

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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2. Occupational levels

2.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male							Female				TOTAL
								White Male	Foreign Nationals			
	A	C	I	A	C	I	W	W	Male	Female		
Top management	2	1	-	-	-	-	-	2	-	-	5	
Senior management	-	4	-	-	-	-	-	-	-	-	4	
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	1	-	-	-	1	
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	19	-	-	7	-	2	1	-	-	29	
Semi-skilled and discretionary decision making	-	5	-	-	2	-	-	2	-	-	9	
Unskilled and defined decision making	-	40	-	-	3	-	3	3	-	-	49	
TOTAL PERMANENT	2	69	0	0	12	0	6	8	0	0	97	
Non – permanent employees	-	1	-	-	-	-	-	-	-	-	1	
GRAND TOTAL	2	70	0	0	12	0	6	8	0	0	98	

2.2 Please report the total number of **employees with disabilities** only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories											TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-	-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	1	-	-	-	-	-	-	-	-	1
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	1	0	0	0	0	0	0	0	0	1
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	1	0	0	0	0	0	0	0	0	1

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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2.3 Core operation functions and Support functions by occupational level

Job evaluation or grading systems, as illustrated in the EEA9, are used to measure a job in terms of content in order to establish its worth or value in relation to other jobs in an organization. The worth or value of a job is represented on a vertical axis as an occupational level. A job could either be a **Core operation** function or a **Support** function. **Core Operation Function** positions are those that directly relate to the core business of an organization and may lead to revenue generation, e.g. sales, production, etc. Whereas **Support Functions** positions provide infrastructure and other enabling conditions for revenue generation, e.g. human resources, corporate services, etc. Please indicate on table 2.3.1 the number of employees that are in **Core Operation Function** positions and in table 2.3.2 the number of employees that are in **Support Function** positions at each occupational level.

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2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Core Operation Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories											TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	1	-	-	-	-	-	-	1
Senior management	-	1	-	-	-	-	-	-	-	-	1
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	1	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	16	-	-	-	3	-	-	-	-	19
Semi-skilled and discretionary decision making	-	2	-	-	-	-	-	-	-	-	2
Unskilled and defined decision making	-	39	-	3	-	1	-	-	-	-	43
TOTAL PERMANENT	0	58	0	4	0	4	0	1	0	0	67
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	0	58	0	4	0	4	0	1	0	0	67

ANNEXURE B: EMPLOYMENT EQUITY PLAN

2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in Support Function positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	1	-	1	-	-	-	-	-	-	4
Senior management	-	3	-	-	-	-	-	-	-	-	3
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	3	-	1	-	4	-	2	-	-	10
Semi-skilled and discretionary decision making	-	3	-	1	-	2	-	-	-	-	7
Unskilled and defined decision making	-	1	-	-	-	2	-	3	-	-	6
TOTAL PERMANENT	2	11	0	4	0	8	0	5	0	0	30
Non – permanent employees	-	1	-	-	-	-	-	-	-	-	1
GRAND TOTAL	2	12	0	4	0	8	0	5	0	0	31

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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Section C: Workforce movement

3. Recruitment

3.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	1	-	-		-	-	-	-	-	-	-	1
Senior management	-	1	-		-	-	-	-	2	-	-	3
Professionally qualified and experienced specialists and mid-management	-	-	-		-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-		-	-	-	1	1	-	-	2
Semi-skilled and discretionary decision making	-	2	-		-	1	-	1	-	-	-	4
Unskilled and defined decision making	-	-	-		-	-	-	-	-	-	-	0
TOTAL PERMANENT	1	3	0		0	1	0	2	3	0	0	10
Non – permanent employees	-	-	-		-	1	-	-	-	-	-	1
GRAND TOTAL	1	3	0		0	2	0	2	3	0	0	11

3.2 Please report the total number of new recruits with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-	-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	-	-	-	-	-	-	-	-	-	0
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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4. Promotion (Not Applicable, refer E.E. Plan)

4.1 Please report the total number of promotions into each occupational level, including people with disabilities.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	-	-	-		-	-	-	-	-	-	-	0
Senior management	-	-	-		-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-		-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-		-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	-	-		-	-	-	-	-	-	-	0
Unskilled and defined decision making	-	-	-		-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0		0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-		-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0		0	0	0	0	0	0	0	0

4.1 Please report the total number of promotions involving people with disabilities only in each occupational level.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-	-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	-	-	-	-	-	-	-	-	-	0
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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5. Termination

5.1 Please report the total number of terminations in each occupational level, including people with disabilities.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	-	-	-		-	-	-	-	1	-	-	1
Senior management	-	-	-		-	-	-	-	1	-	-	1
Professionally qualified and experienced specialists and mid-management	-	1	-		-	-	-	-	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-		-	-	-	2	-	-	-	2
Semi-skilled and discretionary decision making	-	4	-		-	-	-	1	-	-	-	5
Unskilled and defined decision making	1	20	-		1	6	-	-	1	-	-	29
TOTAL PERMANENT	1	25	0		1	6	0	3	3	0	0	39
Non – permanent employees	-	-	-		-	1	-	-	-	-	-	1
GRAND TOTAL	1	25	0		1	7	0	3	3	0	0	40

5.2 Please report the total number of terminations involving **people with disabilities** only in each occupational level. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-	-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	-	-	-	-	-	-	-	-	-	0
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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- 5.3 Please report the total number of terminations in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Male			Female				White Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Resignation	-	1	-	-	3	-	3	3	-	-	10
Non-renewal of contract	-	-	-	-	-	-	-	-	-	-	0
Dismissal – Operational requirements (retrenchment)	1	18	-	1	4	-	-	-	-	-	24
Dismissal - misconduct	-	4	-	-	-	-	-	-	-	-	4
Dismissal - incapacity	-	-	-	-	-	-	-	-	-	-	0
Other (Died)	-	2	-	-	-	-	-	-	-	-	2
TOTAL	1	25	0	1	7	0	3	3	0	0	40

- 5.4 Please report the total number of terminations involving **people with disabilities** only in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	-	-	-	-	-	-	-	-	-	-	0
Non-renewal of contract	-	-	-	-	-	-	-	-	-	-	0
Dismissal – Operational requirements (retrenchment)	-	-	-	-	-	-	-	-	-	-	0
Dismissal - misconduct	-	-	-	-	-	-	-	-	-	-	0
Dismissal - incapacity	-	-	-	-	-	-	-	-	-	-	0
Other (Died)	-	-	-	-	-	-	-	-	-	-	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

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Section D: Disciplinary Action (This section is *not applicable to small employers*)

6. **Disciplinary action:** (report the total number of disciplinary actions during the twelve months preceding this report). **Report on formal outcomes only.** Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	W	Male	Female	
	-	-	-	-	-	-	-	-	-	-	-	0

ANNEXURE B: EMPLOYMENT EQUITY PLAN

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Section E: Skills Development (This section is *not applicable to small employers*)

7. Training

7.1 Please report the total number of people who received training, including for people with disabilities, and not the number of training courses attended, in each occupational category.

Occupational Categories											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	-	-	-	-	-	-	-	-	-	-	0
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	-	-	-	-	-	-	-	-	-	-	0
Service and sales workers	-	-	-	-	-	-	-	-	-	-	0
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	-	-	-	-	-	-	-	-	-	0
Plant and machine operators and assemblers	-	-	-	-	-	-	-	-	-	-	0
Elementary occupations	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

7.2 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational category.

Occupational Categories									Foreign Nationals		TOTAL
	Male				Female						
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	-	-	-	-	-	-	-	-	-	-	0
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	-	-	-	-	-	-	-	-	-	-	0
Service and sales workers	-	-	-	-	-	-	-	-	-	-	0
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	-	-	-	-	-	-	-	-	-	0
Plant and machine operators and assemblers	-	-	-	-	-	-	-	-	-	-	1
Elementary occupations	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

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- 7.3 Please report the total number of people, including for people with disabilities, and not number of training courses attended, who received training in each occupational level.

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	-	-	-		-	-	-	-	-	-	-	0
Senior management	-	-	-		-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-		-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-		-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	-	-		-	-	-	-	-	-	-	0
Unskilled and defined decision making	-	-	-		-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0		0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-		-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0		0	0	0	0	0	0	0	0

- 7.4 Please report the total number of people with disabilities only, and not the number of training courses attended, who received training in each occupational level.

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-	-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	-	-	-	-	-	-	-	-	-	0
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0

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Section F: Qualitative Assessment (This section is *not applicable to small employers*)

8. Awareness of Employment Equity

8.1 Please indicate which of the following awareness measures were implemented by your organization:

	No. of employees covered	Yes	No	Please explain
Formal written communication				
Policy statement includes reference to employment equity				
Summary of the Act displayed				
Employment Equity training				
Diversity management programmes				
Discrimination awareness programmes				
Other (please specify):				
Total				

9. Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan and in preparing this Employment Equity Report:

	Yes	No	Please explain
Workplace forum (in terms of the LRA)			
Consultative body or employment equity forum			
Registered trade union (s)			
Employees			
Other (Please specify):			

9.2 What was the level of agreement reached in the formulation of the plan ☹ Please choose one.

Total	Sufficient	Some	None

9.3 How regularly do you meet with the stakeholders mentioned in 9.1 ☹ Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other

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10. Analysis

10.1 Please indicate in which categories of employment policy or practices barriers to employment equity were identified.

Categories	Yes	No	Please explain
Recruitment procedures	X		Recruitment policy and practices need to be updated.
Advertising positions	X		Advertisements do not reach designated target groups.
Selection criteria	X		Job requirements not based on criteria that accurately identify the nature, purpose and functions of the job, e.g. unrealistic qualification and experience requirements
Appointments	X		Not clear who is responsible for authorizing of an appointment.
Job classification and grading		X	Negotiated at National Bargaining Council
Remuneration and benefits		X	Negotiated at National Bargaining Council
Terms and conditions of employment		X	Negotiated at National Bargaining Council
Job assignments		X	
Work environment and facilities	X		Workplace not user-friendly to disabled persons.
Training and development	X		Training programme and budget not aligned to accelerated training for PDI's to reach Work Force Profile targets
Performance and evaluation systems		X	Negotiated at National Bargaining Council
Promotions		X	
Transfers		X	
Demotions		X	
Succession and experience planning	X		No system in place
Disciplinary measures		X	
Dismissals		X	
Corporate culture	X		A policy that supports diversity management are not available.
HIV and AIDS education and prevention programmes	X		A policy that supports employment equity practices are not available.
Other (please specify):			

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11. Affirmative Action measures

11.1 Please indicate in which categories **affirmative action measures** have been implemented:

Categories	Yes	No	Please explain
Recruitment procedures	X		Consultants appointed to develop an equitable recruitment and selection policy
Advertising positions	X		Consultants appointed to develop an equitable recruitment and selection policy that will address the advertising of jobs.
Selection criteria		X	
Appointments	X		Consultants appointed to develop an equitable recruitment and selection policy that will state the appointing authority for each position clearly.
Job classification and grading	X		National Bargaining Council busy with a job evaluation exercise (TASK System)
Remuneration and benefits	X		
Terms and conditions of employment	X		
Job assignments	X		
Work environment and facilities		X	
Training and development		X	
Performance and evaluation systems		X	
Setting numerical goals		X	
Promotions		X	
Transfers		X	
Demotions		X	
Succession and experience planning		X	
Disciplinary measures		X	
Diversity programme and sensitization		X	
Community investment and bridging programme		X	
Retention measures		X	
Reasonable accommodation	X		Lenient in accommodating persons with family responsibilities.
Other (please specify):	X		Appointment of consultants to assist with developing an Employment Equity Plan and Policy

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12. Resources

- 12.1 Please indicate what resources have been allocated to the implementation of employment equity during the past year:

Allocation of Resources	Yes	No	Please explain
Appointed a senior manager/s to manage the implementation and monitoring progress	X		HR Manager
Allocated a budget to support the implementation goals of employment equity		X	Will allocate funds in the 2008/9 budget.
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	X		
Other (Please specify)			

13. Monitoring and evaluation of implementation:

- 13.1 How regularly do you monitor progress on the implementation of the employment equity plan ☺ Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other
		X		

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Section G: Progress Report *(Section G to be completed from the second cycle of reporting onwards)*

14 Reporting period: From 1 October 2004 to 30 September 2006

14.1 Did you achieve the numerical targets as set out in your employment equity plan for this period ☺

Yes	No
	X

14.2 Did you achieve the affirmative action objectives as set out in your employment equity plan for this period ☺

Yes	No
	X

14.3 If not, what were the obstacles you experienced:

What were the obstacles to reaching the employment equity goals and objectives during the past year?
• Budget constraints
• Change in top management
• Low staff turnover
• Operational requirements forced us to retrench a large number of employees

14.4 If yes, what factors promoted the accomplishment of your goals and objectives:

What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?

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- 14.5 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Categories	Male			Female				White Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	1	-	-	-	1	-	-	-	-	-	2
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	-	2	-	2	3	-	-	-	-	-	9
Service and sales workers	-	-	-	-	1	-	1	1	-	-	1
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	-	-	-	-	-	-	1	-	-	1
Plant and machine operators and assemblers	-	1	-	-	2	-	-	1	-	-	4
Elementary occupations	4	2	-	4	3	-	-	4	-	-	17
TOTAL PERMANENT	5	5	0	6	10	0	1	7	0	0	34
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	5	5	0	6	10	0	1	7	0	0	34

- 14.6 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities** only at the end of your current employment equity plan in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites :

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	-	-	-	-	-	-	-	-	-	-	0
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	1	-	-	1	1	-	-	-	-	-	3
Service and sales workers	-	-	-	-	-	-	-	-	-	-	0
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	-	-	-	-	-	-	-	-	-	0
Plant and machine operators and assemblers	-	1	-	-	-	1	-	-	1	-	3
Elementary occupations	-	-	-	-	-	-	-	-	-	-	0
TOTAL PERMANENT	1	1	0	1	1	1	0	0	1	0	6
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	1	1	0	1	1	1	0	0	1	0	6

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- 14.7 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational levels.
Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	1	-	-		-	1	-	-	-	-	-	2
Senior management	-	-	-		-	1	-	1	-	-	-	2
Professionally qualified and experienced specialists and mid-management	-	-	-		-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	2	-		1	3	-	-	2	-	-	8
Semi-skilled and discretionary decision making	-	1	-		1	2	-	-	1	-	-	5
Unskilled and defined decision making	4	2	-		4	3	-	-	4	-	-	17
TOTAL PERMANENT	5	5	0		6	10	0	1	7	0	0	34
Non – permanent employees	-	-	-		-	0	-	-	-	-	-	0
GRAND TOTAL	5	5	0		6	10	0	1	7	0	0	34

- 14.8 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities** only at the end of your current employment equity plan in terms of occupational levels:

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	-	-	1	-	-	-	1	-	-	3
Semi-skilled and discretionary decision making	-	1	-	-	-	1	-	-	-	-	2
Unskilled and defined decision making	-	-	-	-	1	-	-	-	-	-	1
TOTAL PERMANENT	1	1	0	1	1	1	0	1	0	0	6
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	1	1	0	1	1	1	0	1	0	0	6

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- 14.9 Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational categories.

Occupational Categories											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W		Male	Female	
Legislators, senior officials and managers	1	6	-	-	2	-	-	-	1	-	9
Professionals	-	-	-	-	1	-	-	-	1	-	2
Technicians and associate professionals	-	-	-	-	1	-	-	-	1	-	2
Clerks	-	6	-	2	6	-	2	-	1	-	15
Service and sales workers	-	-	-	-	2	-	-	1	-	-	2
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	6	-	-	5	-	1	1	1	-	13
Plant and machine operators and assemblers	-	9	-	-	3	-	-	1	-	-	12
Elementary occupations	2	32	-	1	11	-	3	4	3	-	52
TOTAL PERMANENT	2	59	0	1	31	0	6	7	8	0	107
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	2	59	0	1	31	0	6	7	8	0	107

- 14.10 Please indicate the numerical targets you have set to achieve for the total number of employees with disabilities only for the end of the period following the period covered by the current report in terms of occupational categories. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories											TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	-	-	-	-	-	-	-	-	-	-	0
Professionals	-	-	-	-	-	-	-	-	-	-	0
Technicians and associate professionals	-	-	-	-	-	-	-	-	-	-	0
Clerks	-	-	-	-	-	-	-	-	-	-	0
Service and sales workers	-	-	-	-	-	-	-	-	-	-	0
Skilled agricultural and fishery workers	-	-	-	-	-	-	-	-	-	-	0
Craft and related trades workers	-	-	-	-	-	-	-	-	-	-	0
Plant and machine operators and assemblers	-	1	-	-	-	1	-	-	-	-	2
Elementary occupations	-	1	-	-	-	1	-	-	-	-	2
TOTAL PERMANENT	0	2	0	0	0	2	0	0	0	0	4
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	2	0	0	0	2	0	0	0	0	4

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14.11 Please indicate the numerical targets you have set to achieve for the total number of employees with disabilities only for the end of the period following the period covered by the current report in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	-	3	-		-	1	-	-	1	-	-	5
Senior management	-	3	-		-	1	-	1	-	-	-	4
Professionally qualified and experienced specialists and mid-management	-	-	-		-	1	-	-	1	-	-	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	16	-		-	12	-	2	2	-	-	32
Semi-skilled and discretionary decision making	-	5	-		-	5	-	1	1	-	-	12
Unskilled and defined decision making	2	32	-		1	11	-	3	3	-	-	52
TOTAL PERMANENT	2	59	0		1	31	0	6	0	0	0	107
Non – permanent employees	-	0	-		-	0	-	-	-	-	-	0
GRAND TOTAL	2	59	0		1	31	0	6	8	0	0	107

14.12 Please indicate the numerical goals you have set to achieve for the total number of **employees with disabilities** only at the end of your current employment equity plan in terms of occupational levels:

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	0
Senior management	-	-	-	-	-	-	-	-	-	-	0
Professionally qualified and experienced specialists and mid-management	-	-	-	-	-	-	-	-	-	-	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	-	-	-	-	-	-	-	-	-	0
Semi-skilled and discretionary decision making	-	1	-	-	-	1	-	-	-	-	2
Unskilled and defined decision making	-	1	-	-	-	1	-	-	-	-	2
TOTAL PERMANENT	0	2	0	0	0	2	0	0	0	0	4
Non – permanent employees	-	-	-	-	-	-	-	-	-	-	0
GRAND TOTAL	0	2	0	0	0	2	0	0	0	0	4

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Section H: Signature of the Chief Executive Officer

Chief Executive Officer

I hereby declare that I have read, approved and authorized this report.

Signed on this _____ day of _____ year _____

At place: Ladismith

Signature: Chief Executive Officer Full Name

K R de Lange